



# VACANCY ANNOUNCEMENT

***The Department of Health received a Civil Service Commission decision on August 26, 2020 approving interim appointments for Unclassified Service positions within the Department of Health for an interim Public Health Recovery Division, Epidemiology and Laboratory Capacity Enhancing Detection. This interim division is currently established and is expected to remain operational until December 30, 2025.***

Title <b>Contract Administrator 3 [Unclassified]</b>			Salary <b>R 29 \$81,979.98 - \$116,912.67</b>
Posting Number <b>V239-22</b>	Position Number <b>936064</b>	Number of Positions <b>1</b>	Posting Period * <b>From: 03/11/2022 To: 03/25/2022</b>
Location: <b>Division of Epidemiology, Environmental and Occupational Health Vaccine Preventable Disease Program 135 E. State Street, 1st Floor Trenton, NJ 08625</b>			Scope of Eligibility/Open to: <b>Applicants who Meet the Requirements</b>
<b>GENERAL DESCRIPTION</b>			
<p>Under the direction of a supervisory official this will be responsible for the management of assigned contracts relevant to services needed/rendered related to the provision of Federal COVID Immunization funding. This includes exercising controllership and approval rights regarding expenditures and accounting entries such as processing expense modification documents and other applicable transactions as needed. Assists the program managers with the preparation of contract applications and monitors the expenditures of assigned programs. Reviews federal contracts applications, agreements and accounting documents to ensure accurate budget information, conformity with contract conditions and proper utilization of federal and state resources to ensure compliance with federal and state regulations and procedures. Supervises COVID-19 Immunization fiscal team.</p>			
<b>REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)</b>			
<p><b>EDUCATION:</b> Graduation from an accredited college or university with a Bachelor's degree.</p> <p><b>EXPERIENCE:</b> Four (4) years of experience involving contract/grant work, project financing, construction management, fiscal administration, social services administration, and/or budget and management operations of a government or business entity, at least one (2) year of which shall have involved responsibility for some aspect of contract/grant administration.</p> <p><b>NOTE:</b> Applicants who do not possess the required education may substitute experience as indicated on a year-for-year basis.</p> <p><b>NOTE:</b> A Master's degree from an accredited college or university in Accounting, Finance, Business Administration, Public Health, Public or Hospital Administration or Social Work (with concentrations in Health, Administration, or Social Policy) may be substituted for one (1) year of the basic experience. (There is no substitution for the one (2) years of experience involving responsibility for some aspect of contract/grant work.)</p> <p><b>LICENSE:</b> Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.</p>			
<b>IMPORTANT FILING INSTRUCTIONS</b>			
<p>If interested in this position, you can reply in one of two ways:</p> <ul style="list-style-type: none"><li>• Forward the required documents electronically to: <b>PSTEEOH@doh.nj.gov</b></li><li>• Mail the required documents to: <b>Steven Bors, Executive Assistant 4 Epid., Environmental and Occupational Health Reference Posting #V239-22 New Jersey Department of Health PO Box 369 Trenton, NJ 08625-0369</b></li></ul> <p><b>Required documents:</b></p> <ul style="list-style-type: none"><li>• cover letter</li><li>• resume</li><li>• completed application, found at: <a href="http://www.nj.gov/health/forms/dpf-663.pdf">http://www.nj.gov/health/forms/dpf-663.pdf</a></li></ul> <p><i>* Responses received after the closing date MAY be considered if the position is not filled.</i></p>			

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- *Newly hired employees must agree to a thorough background check that will include fingerprinting.*
  - *If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and /or post-employment alcohol and drug testing.*
  - *If you are a candidate for a position that involves direct client care in one of the State facilities/programs, you may be subject to pre- and/or post-employment drug testing/screening. The cost of any pre-employment testing will be at the candidate's expense. Candidates with a positive drug test result, or those who refuse to be tested and/or cooperate with the testing requirement, will not be hired.*
  - *In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.*
  - *In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.*
  - **The New Jersey Department of Health is an Equal Opportunity Employer.**
  - *RESUME NOTE: Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.*